

CIA Organizational Charts and Functional Statements, FY 1958,

SECRET, 30 Sept. 1956

Chief, Audit Staff, reviews procedures for conducting internal audits of vouchered funds prior to final audit by the General Accounting Office.

Perform final audit of all financial accounts involving confidential funds, including but not limited to:

Unannounced counts and inspections at irregular intervals of monies on hand, imprest funds and other assets;

Periodic bank account reconcilizations;

Determining* whether cash balances are excessive, facilities for the safekeeping of cash are adequate, combinations to safes are protected as required by regulations, and reserves established for specific purposes are realistic;

Examining individual financial transactions, payrolls, accountings for advances including tracing of delinquent advances, and miscellaneous expense items when deemed necessary. ...

Perform final commercial type audit of proprietary, subsidy and other projects financed from confidential funds. Such audits are conducted at Hq by Agency auditors and at project sites either by Agency auditors or by public accountants selected by the Chief, Audit Staff;

Review, after final settlement, prepayment contract audits in order to determine their adequacy;

Perform final audit of all property accounts, including but not limited to:

Reviewing of property accounting and warehouse procedures to determine that provision is made for a proper accounting for all property;

Test checking property accounting records to determine that property purchased or issued to the Agency has been entered in the proper account and the balances on hand are correct;

Making spot inventories...

Making spot checks of property in use to determine whether it is being utilized in accordance with regulations;

Report to the head of the activity concerned cases where it is found that an account to be audited has not been brought up to date so as to permit a prompt audit;

Report to the Director any activities which he finds, as a result of

recommend changes in the interest of efficiency and protection of Government funds or property;

Establish and direct domestic and overseas field audit units as necessary to effect a proper independent audit of field installations.

Hq Audit Division

This staff assists C, AS. It is responsible for:

The final audit of all Hq confidential funds accounts, including proprietary, subsidy and other projects administered by Hq; all Hq property accounts; all Agency sponsored activities such as [REDACTED] and Federal Credit Union;

Field Audit Divisions

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Audit of all special projects administered by the field installations